

Prospecting permit guide

This guide helps existing and potential prospecting permit holders understand what prospecting permits are issued for, how to apply, and their responsibilities as permit holders.

Key information

- Prospecting permits can be granted for coal (pegging only) or all minerals other than coal (prospecting, hand mining or pegging).
- A prospecting permit can be granted for prospecting, hand-mining or pegging a mining lease or mining claim on the available land specified in the permit.
- In certain circumstances, a prospecting permit can be used as a pre-requisite tenure for a mining lease application. See [Operational policy: Applying for a mining lease for coal with a prospecting permit \(MIN20151315\)](#)
- Prospecting permits can have only one holder – joint holders are not permitted

Applying online is quick and easy via the [MyMinesOnline](#) electronic lodgement system.

Note – district prospecting permits cannot be applied for on MyMinesOnline. You will need to download and submit a [paper application form](#).

Permitted activities

Prospecting permits may be granted for any combination of prospecting, hand mining, or pegging. Prospecting permits that include hand mining or prospecting have additional requirements compared to a prospecting permit for pegging only.

Prospecting is the act of finding the existence, quality or quantity of minerals on, in or under land. This includes using a metal detector or similar handheld instrument or taking samples using only handheld instruments. It does not include hand mining.

Hand-mining means using hand-operated tools, such as picks, shovels, gads, sieves and windlasses to extract minerals by the holder of the prospecting permit.

Pegging means marking out the boundaries of a mining claim or mining lease application.

There are two types of prospecting permit:

- **Parcel prospecting permit (PPP)** can be granted for a particular parcel of land for a term of 3 months
- **District prospecting permit (DPP)** can be granted for all available land within a mining district for a term of 1-12 months.

Main features of prospecting permits

Feature	DPP	PPP
Specified mineral	Any mineral other than coal	Coal (pegging only) or any mineral other than coal
Duration	1-12 months	3 months
Size	Mining district	1 parcel, or 2 or more adjoining parcels if owned by same land owner
Renewable	No – automatically ends on expiry	
Rent	No rent payable	
Security	Pegging: no security Prospecting or hand mining: minimum security is \$1000	Pegging: no security Prospecting or hand mining: Minimum security is \$500
Application fee	A small application fee is payable. Please visit our website for a full list of fees .	

Describing the land in your application

PPP applications must be described using Lot on Plan details or Road/River Name. You can research the permit area in the [GeoResGlobe](#).

Your description must include the landowner's name and address, the current land usage (e.g. grazing or cropping).

For multiple land parcels, the land owner must be the same, however where the land is required to gain access to the PPP the land owners may be different to the owner of land proposed to be the subject of the PPP.

DPPs do not require a parcel description as they are granted for the whole mining district.

Land is excluded from a prospecting permit if it is:

- in the area of a mining claim, mineral development licence or mining lease; or
- covered by an application for a mining claim, mineral development licence or mining lease

unless the holder or applicant for the mining claim, mineral development licence or mining lease gives their written consent to the application.

A prospecting permit may be granted over all or part of a fossicking area only if the permit application was made before the land became a fossicking area.

Environmental authorities

Prospecting permits do not require an Environmental Authority. However, a prospecting permit is defined as a 'small scale mining activity' under the *Environmental Protection Act 1994*. See the [Small Scale Mining Code](#) for your obligations.

Native title

Prospecting permits conditioned for 'pegging only' do not require a native title process.

Prospecting permits for prospecting or hand mining over land where native title may continue to exist will be required to comply with the provisions of the commonwealth *Native Title Act 1993*.

This could involve either a 'right to negotiate' or 'indigenous land use agreement' process, which involve considerable time and expense. Contact [Native Title Services](#) to discuss your options.

Land owner consent to entry

Written consent from the land owner is sometimes required before a PPP or DPP holder may enter either a reserve or occupied land to prospect or hand mine. Consent from the land owner is not required for prospecting permits granted for pegging purposes only.

See the table below for details:

Consent Requirement from owner	Parcel prospecting permit – for prospecting	Parcel prospecting permit – for hand mining	District prospecting permit – prospecting	District prospecting permit – hand mining
Enter surface of reserve	Consent required	No consent requirement	No consent requirement	No consent requirement
Enter surface of occupied land during the day	No consent requirement	Consent required	Consent required	Consent required
Enter surface of occupied land at night	Consent required	Consent required	Consent required	Consent required

Consent may be given on conditions. The land owner may withdraw the consent or change the conditions by written notice given to the permit holder and the chief executive.

The consent of an owner who is a joint tenant or tenant in common with other owners is taken to be consent of all the owners. Also if the owner cannot be easily contacted (e.g. they live overseas and there no known address or they are travelling and not contactable) consent may be given for the land by the land's occupier.

Notifying the land owner before entry

A PPP holder must give the land owner at least five business day's written notice before initial entry onto the land. If the owner cannot easily be contacted, the holder may notify the occupier of the land of the intended entry instead. Written notice should be either hand delivered to the land owner or occupier or sent by registered post that includes a delivery receipt.

The owner of the land may agree to a shorter period of notice than 5 business days. This consent should be given in writing and signed on the entry notice by the land owner.

The department has created a template entry notice PPP holders may wish to use, which is available [online](#).

Security

Security is collected to allow the department to fix any actual damage that may be caused by the holder of a prospecting permit (or a person acting under the holder's authority). If no damage occurs to land or property then the security deposit will be refunded after the permit expires.

More information

Coal Hub Phone: (07) 4936 0169
Email: CoalHub@dnrme.qld.gov.au

Mineral Hub Phone: (07) 4447 9230
Email: MineralHub@dnrme.qld.gov.au

For technical support contact the MyMinesOnline Helpdesk.
Telephone: +61 7 3199 8133
Email: mines_online@dnrme.qld.gov.au
8.30am – 4.30pm (AEST) Monday to Friday on Queensland business days.

Application steps for MyMinesOnline

What you need to do	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select <i>Lodge, renew or terminate a permit</i>, then <i>Lodge permit application</i> under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p> <ol style="list-style-type: none"> 1. If you agree with the Terms and Conditions select Continue and use the drop down boxes to select the Resources Type as Mineral or Coal and the Permit Type as Prospecting Permit – Parcel <p>NOTE: At this stage the system creates the new application. This may take a few moments. You need to wait until the screen displays with the link Continue to your application.</p> <ol style="list-style-type: none"> 2. Select the Continue to your application link <p>Once created, the steps to follow for the new permit application display in the Application status summary table if completing the steps online. Complete each step as described in the summary. The status of each step displays once details are completed. Some steps will not be available until a preceding step is completed.</p> <ol style="list-style-type: none"> 3. Select Step 1 <p>NOTE: You cannot use MyMinesOnline to apply for <i>Prospecting Permit – District</i>. You are required to complete a paper form and lodge your application at a mines lodgement office.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Login details <input type="checkbox"/> Permit type
<p>Step 1: Permit details</p> <p>From the <i>Application status summary</i> table or form, select Step 1: <i>Permit details</i></p> <ol style="list-style-type: none"> 1. Enter the Permit Name (for your reference only as it will not be used by the Department) <p>NOTE: The Term for parcel prospecting permits defaults to 3 months and cannot be changed</p> <ol style="list-style-type: none"> 2. Select Minerals sought <p>For Coal you will be given the option to upload a justification statement and the Purpose will default to Pegging (only). Select Save</p> <p>For All minerals other than coal the screen displays the question: Are you targeting Corundum, gemstones and other precious stones? If Yes, is selected: A message displays advising the application will be processed at the Small Scale Mining hub. Select application Purpose: Pegging, Prospecting, Hand mining. Select Save</p> <p>NOTE: the <i>Permit Licence</i> will state whether the permit is for ‘All minerals other than coal’ or ‘Coal’. It will not define Corundum, gemstones and other precious stones. This question is for processing purposes only.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Permit term <input type="checkbox"/> Minerals sought <input type="checkbox"/> Justification statement (OPTIONAL for Coal only)

Step 2: Permit holder details

From the *Application status summary table* or form, select Step 2: *Permit holder details*

1. **Select** either Add company or Add individual Holder
2. **Search** for your company or individual holder with either company name or ACN/ARBN or leave the field blank and select **Search**
3. **Select** the relevant company or holder and select **Next** or select **Create** new company/individual record and add/update contact details including email address and select **Next**

NOTE: Prospecting permits can have only one company holder or one individual holder

4. Attach proof of identity and select **Next**
5. Review and confirm contact details
6. Assign an *Authorised Holder Representative* to act on your behalf and attach a signed letter of authority and consent of all holders for the Authorised Holder Representative and select **Save**

NOTE: The Act requires all applicants to provide proof of identity when making applications. Each applicant must be an eligible person as defined under the relevant Act. To establish eligibility all applicants are required to provide proof of identity by submitting the following as an attachment with the application.

For an individual

A copy of the original of **one** of the following

- the applicant's full birth certificate (not an extract)
- passport in the name of the applicant
- 18+ card in the name of the applicant
- driver's licence in the name of the applicant.

For a company

The applicant must possess the certificate of registration issued by the Australian Securities and Investments Commission (ASIC) showing the Australian Company Number (ACN).

When applying using the **electronic form** the department will confirm the validity of the ACN via a direct link with ASIC.

If applying using the **paper form**, a certified copy of the certificate of registration issued by ASIC must be attached to the application form.

Review our full [AHR Guide](#) for more information about what to include in a letter of authority

- Proof of identity
- Signed letter of authority
(**OPTIONAL**)

<p>Step 3: Select permit area</p> <p>From the <i>Application status summary</i> table or form, select Step 3: <i>Select permit area</i></p> <p>1. Select land identification type Lot on plan or Road/River Name</p> <p>a) For Lot on Plan: Enter Lot number Enter Plan number Select Land tenure type Select Current land usage Select Proposed usage Enter Land owner's name Enter Land owner's address</p> <p>Select Save. The Background land screen re-displays with the added land details. Continue to Add additional lot and plan numbers where owned by the same landowner, if relevant. Select Save when completed.</p> <p>NOTE: where multiple lot and plan numbers are required as background land, they can be added to the same prospecting permit application where they are owned by the same landowner. The land owner name must match on each one. An error message will display if landowner names are not matched.</p> <p>Where lot and plan numbers are owned by different landowners, a separate prospecting permit application must be made for each separately owned area.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Lot on Plan or Land Tenure Name information <input type="checkbox"/> Land owner's name and address <input type="checkbox"/> Current and proposed land usage
<p>b) For Road/River Name, which will most frequently be used for access roads</p> <p>Enter Road/River Name Select Road/River Name type Select Current land usage Select Proposed usage Enter Land owner's name Enter Land owner's address</p> <p>Select Save. The Background land screen re-displays with the added land tenure name details. Continue to Add additional Road/River Names if owned by the same landowner, if relevant.</p>	
<p>Step 4: Understanding your obligations</p> <p>From the <i>Application status summary</i> table or form, select Step 4: <i>Understanding your obligations</i></p> <p>NOTE: As a result of the granting of a permit, permit holders must know their obligations or mandatory conditions as prescribed by the Act or the Regulation. These obligations include environmental conditions, so you must confirm you understand your permit obligations.</p> <p>1. Select the check box to indicate your understanding of an agreement to the obligations and select Save.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review information for complying with your resource authority to ensure you've understood your responsibilities as a resource authority holder.

Step 5: Pay and submit Application

From the *Application status summary* table or form, select Step 5: *Pay and submit Application*

NOTE: If submitting a paper copy, acknowledge you've read the declaration by signing and dating the form. The form must be signed by **the permit holder** or it will be delayed or may not be accepted.

1. Select your payment option by use of the radio buttons

- Submit your form in person or post it to a mines lodgement office. You can pay by cash, via EFTPOS or by cheque if submitting your form in person.
- If posting your application, **only cheque payments** are accepted
- If you have registered for the MyMinesOnline portal and are submitting via the website, selecting the **Pay and Submit task** will offer payment options to complete your transaction

2. Click **OK** to accept the fee payment method or **Cancel** to change payment method

3. Once you have paid or provided proof of payment, select **Next** and an electronic email receipt will be sent. Your request will be submitted once payment is confirmed.

4. Select **Close**.

- Proof of payment to verify your application has been successfully lodged

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